

## **DIVISION ROAD SUPERINTENDENT**

### **DEFINITION:**

Under general direction, to manage, plan and coordinate the work of crews engaged in the construction, maintenance and repair of County streets, roads and flood control channels; and to perform related work.

### **DISTINGUISHING CHARACTERISTICS:**

Division Road Superintendent is a management class responsible for the day-to-day direction and management of a regional maintenance division comprised of multiple crews engaged in county road construction, maintenance and repair activities, and all related rights-of-way and safety support activities such as snow removal and flood control. Division Road Superintendent differs from the next higher class, Road Maintenance Superintendent in that the latter is responsible for administering, planning and managing the operation, maintenance, repair and construction activities of the entire County road system. Division Road Superintendent differs from the next lower class, Assistant Division Road Superintendent, in that the latter assists in the management, planning and coordination of work.

### **EXAMPLES OF DUTIES:**

Plans, assigns, coordinates and schedules road construction, maintenance, repair and related safety and rights-of-way support activities for approximately 1,000 miles of County roadways; determines work priorities and allocates personnel and resources to best accomplish tasks within departmental, legal and budgeted frameworks; monitors and reviews work in progress; assigns/reassigns workers and equipment to maximize resource utilization and work efficiency; provides technical support, training or other assistance to field personnel regarding road and flood control channel construction and maintenance activities; represents the department to the public and other agencies by providing technical expertise and statements on departmental policies, procedures, practices, and standards on road and flood control maintenance and construction activities; estimates work resource requirements and requisitions supplies, materials, tools and equipment; inspects roads to ascertain condition and to revise job priorities to accommodate emergency repair, maintenance or construction activities; investigates complaints of hazardous road conditions and authorizes the immediate filling of potholes, installation of signs, rails, road grading and other necessary and/or temporary repair, etc. to ensure road safety; prepares budget recommendations, reports and correspondence; directs the cleaning and maintenance of flood control drainage channels; directs and coordinates road maintenance and snow removal for other governmental agencies; provides heavy equipment, personnel and other resources to state and federal forest service agencies to assist with firefighting efforts in County unincorporated and back country areas; provides emergency road services at the request of other County departments; reviews and recommends changes to proposed subdivision improvement plans; and manages, directs, supervises, trains and evaluates staff.

### **MINIMUM QUALIFICATIONS:**

#### **Thorough Knowledge of:**

- The principles and procedures of supervision and management.
- Methods used to maintain, repair, and construct streets, roads, and flood control channels.
- Cost estimating and budget preparation.
- Legal requirements, and County policies and procedures pertaining to right-of-ways, and road construction,

- maintenance and safety.
- Roadwork hazards and safety methods.
- Use of construction materials and equipment.

**General Knowledge of:**

- Road equipment maintenance.
- Right-of-way and road requirements and methods necessary for subdivision plan review.
- Flood control methods and procedures used for preventative and emergency maintenance and repair.
- Snow removal.
- The General Management System in principle and in practice.

**Skills and Abilities to:**

- Plan, organize, direct, and coordinate road construction, maintenance and repair work for a large geographical area.
- Allocate and deploy personnel and resources effectively to ensure the safety of County roadways.
- Estimate costs and prepare both short and long term plans for road construction and maintenance projects.
- Manage, direct and supervise the work of others.
- Prepare written reports, letters and correspondence.
- Communicate effectively, both orally and in writing.

**EDUCATION/EXPERIENCE:**

Education, training and/or experience which clearly demonstrate possession of the knowledge, skills and abilities stated above. Examples of qualifying education/experience are:

1. Two (2) years of experience as an Assistant Division Road Superintendent; OR,
2. Five (5) years of experience as an Road Crew Supervisor; OR,
3. Five (5) years of experience as an Assistant Engineer or in an equivalent engineering class.

**SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**

**License:**

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their personal vehicle.

**Probationary Period:**

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).